

Adding a Facility for Chemical Admins

Overview

Chemical Facilities are any building or group of buildings that share an EPA ID and have chemical containers within them. While the main use is setting up the CERS Analytics Dashboard, you can also use Chemical Facilities to view chemical container data across locations and buildings within an organization or area. The Chemical Admin role is required to manage Facilities.

Organizing buildings into facilities can help with faster searching in Analytics Dashboards. The list of dashboards that feature the Facilities filter are listed below in “Filtering Analytics with Facilities”. It may also be useful to setup Chemical Facilities in organizations that have multiple discrete organizations, like a larger organization with an integrated medical or health component.

Creating a New Facility

1. From the RSS homepage, select **Apps** then select **Chemicals**
2. Select **Chemical Admin** near the bottom of the page
3. Select **Manage Chemical Facilities** under the “Reports” section
4. Select the three-dot menu in the bottom right
5. Select **Add New Facility**
6. Give the Facility a name and select **Save**

Add Facility Details

1. Enter in CERS and EPA IDs
2. Limits for Hazardous Solids, Liquids, Gases, and Liquefied CO2 are defaulted and can be edited at any time
3. Select **Save**

Adding Buildings to a Facility

1. On the right-hand column, select “Buildings”
2. Select the round + button
3. Search for a building to add
4. Select **Save**

Editing a Facility

1. From the Chemical Facilities homepage, select a facility
2. Make changes to the facility details or add and remove buildings
3. Select **Save**

Searching for a Facility

The Chemical Facilities homepage lists all facilities in the system and can search and filter. The search field at the top will narrow down the results listed on the page. The column headings for Name, CERS ID, and EPA ID are selectable and will filter the facilities shown on screen respectively.

Removing a Facility

When viewing a facility, select the trash can icon in the upper right to remove it. Please note that only facilities without buildings assigned to them can be removed. To remove a facility that currently contains buildings, please assign those buildings to another facility using the steps above to add a building. Once the buildings have been moved, the trash can icon will become available.

Filtering Analytics with Facilities

The following Analytics Dashboards contain a filter for Chemical Facilities. Some dashboards, like CERS, require facility setup to use the dashboard.

1. Chemicals Dashboard
2. CERS/CUPA
3. CFATS
4. MAQ
5. Extremely Hazardous Substances
6. Hazardous Air Pollutants
7. HMIS
8. Risk Management Plan
9. Toxic Release